



**DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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FT. BELVOIR, VIRGINIA 22060-6221**

IN REPLY
REFER TO

AQOL

OCT 9, 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES**

**SUBJECT: DCMC Policy Change Notice No. 98-04, Coordination and Issuance
of Command Policy, Information, and Taskings**

This is a Policy Change Notice. The DCMC One Book (DLAD 5000.4) has been concurrently modified to incorporate this change. Target Audience: All DCMC Personnel.

Summary of Chapter Changes:

- This is a new chapter which replaces policy letters 96-13 and 97-47. Policy Letters are replaced by Policy Change Notices which highlight changes to the One Book. A similar system is put in place for Information/Tasking Memorandums. The One Book is no longer on a quarterly update cycle; coordinated and approved changes may be made at any time.
- This change is necessary to ensure the One Book meets the Command's need for one single source of the most current policy. Using the Home Page to disseminate this information is the fastest and most efficient way to provide information to a large community of users.

Implementation Guidance/Tools:

- Templates and formats for policy documents are being provided as part of the chapter.
- Implementation responsibilities: Districts and CAOs are responsible for ensuring that their personnel have the basic skills necessary to access and view One Book policy as well as hardware necessary to accomplish. At this point in time, basic skills are rudimentary ("point and click" and operation of web browser to reach the One Book on the DCMC Homepage).



Point of Contact for Further Information:

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A handwritten signature in black ink, appearing to read "Timothy P. Malishenko". The signature is fluid and cursive, with the first name "Timothy" being more legible than the last name "Malishenko".

TIMOTHY P. MALISHENKO
Brigadier General, USAF
Commander